

NOTICE TO ALL APPLICANTS

CHANGE OF PUBLIC NOTICING REQUIREMENTS

FOR PLANNED DEVELOPMENT, CONDITIONAL USE PERMIT, ADMINISTRATIVE USE PERMIT, WIRELESS TELECOMMUNICATIONS FACILITY, AND VARIANCE APPLICATIONS

The City Council of the City of Burbank adopted Ordinance No. 15-3,868 on August 25, 2015, updating the public notice sign requirements for the above-referenced applications. **Beginning on September 25, 2015, Applicants for the above-referenced permits will be required to install a sign on the project site to advertise the pending decision or hearing date for their project.** The following procedures must be followed when installing a sign on-site for your project:

- 1) After application submittal, the assigned project planner will discuss the sign requirements with the Applicant, and determine the appropriate date and location to install the sign. The sign requirement is in addition to the mailing of notices to nearby property owners and tenants.
- 2) The sign is to be installed on the project site at least 10 business days prior to the decision date or scheduled hearing. The Applicant will be responsible for all costs associated with installing, maintaining, and removing the sign.
- 3) The assigned project planner will prepare the text that is to be installed on the sign, and will send the approved text to the Applicant (for the sign contractor to install).
- 4) Large project sites, or sites with multiple major street frontages, may warrant installing more than one sign (at the discretion of the City Planner). The assigned project planner will coordinate with the Applicant to decide the appropriate placement of sign(s).
- 5) After installation of the sign, the applicant or sign contractor must submit a legible photo of the installed sign at least 10 business days (no less than two weeks) prior to the decision or hearing date.
- 6) The sign may be removed only after the applicable appeal period(s) has ended. If the decision is appealed, the sign must be maintained (and updated with any additional hearing dates), and may only be removed after the appeal has been decided.
- 7) Sign specifications and design:
 - a. Size: 8 feet long by 4 feet tall
 - b. Height: Not to exceed 6 feet including support posts
 - c. Location: Not less than 1 foot inside front property line, clearly visible and facing the street.
 - d. The sign must be constructed of plywood, vinyl, or a similar sturdy material. Paper or cardboard is not acceptable. The sign must be supported by two posts with a minimum size of 4 inches by 4 inches, with proper footing if required.
 - e. The background of the sign must be white with a border 1 to 4 inches thick. The border must be black or another dark color that contrasts with the background.
 - f. Lettering must use a font that is readily legible, and as large as possible given the amount of text necessary to fit on the sign. The lettering must be black or another dark color that contrasts with the background.
 - g. Sign format is subject to approval by the City Planner.

